



California Rural Indian Health Board, Inc.
4400 Auburn Blvd., 2nd Floor * Sacramento, California 95841
Telephone 916.929.9761
Fax 916.929.2358

Job Vacancy

Human Resources Director

Reports to: Executive Director
Supervises: HR Generalist and HR/Payroll Technician
Salary Grade: CCS 13
FLSA Classification: Exempt

Position Summary:

The Human Resource Director is directly responsible for the overall administration, coordination and evaluation of the human resources function. This position manages the human resources and payroll activities of the organization that includes recruiting, hiring, retention, terminations, personnel records, legal compliance, personnel policies, employee relations, benefits and worker's compensation. Responsibilities also include the development and/or administration of training, technical assistance.

Essential Functions:

1. Annual reviews and makes recommendations to executive management for improvement of the agency's policies, procedures and practices on personnel matters.
2. Manages the Personnel Functions for CRIHB Central Office by:
 - a. Insuring proper compliance with all labor laws, regulations, and policies;
 - b. Monitoring compliance of the hiring process and Indian Preference requirements;
 - c. Preparing, as needed, all necessary forms and systems for personnel records of the organization;
 - d. Maintaining and protects the confidentiality for all personnel procedures;
 - e. Assisting management staff with the hiring process insuring adherence to personnel policies;
 - f. Assisting in criminal justice investigation background checks; advise department manager of hire or no-hire requirement;
 - g. Providing guidance to staff that make request on matters/clarification pertaining to the personnel policies and procedures.
3. Works directly with department directors to assist them in carrying out their responsibilities on personnel matters.
4. Assists management staff with development and updates of position descriptions for presentation to the Personnel Committee and Board of Directors for approval.
5. Recommends, evaluates and participates in staff development for the agency.
6. Keep Head Start employee required documents and certificates current.
7. Administer Head Start Federally regulated DOT Drug and Alcohol testing program for Bus Drivers.
8. Maintains knowledge of industry trends and employment legislation and ensures agency's compliance. Oversees maintenance of accurate and complete personnel/medical records. Ensures that requirements regarding confidentiality and retention are met.
9. Develops and monitors annual Human Resource budget in accordance with fiscal policies.



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10. Conducts exit interviews to determine reasons behind separation. Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
11. Consults with CEO, COO, and CFO on personnel matters when appropriate.
12. Plans and implements training to Tribal-run health programs/tribes as requested.
13. Provides technical assistance to Tribal-run health programs/tribes records as requested.
14. Informs CRIHB staff of available fringe benefits.
15. Maintains health, life, dental, vision and other insurance policies for qualified employees.
16. Regular and predictable attendance.
17. Other duties as assigned.

Additional Responsibilities:

1. Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date.
2. Position requires occasional over night travel within CRIHB's service area.
3. Requires ability to drive up to 7 hours a day.

Qualifications:

1. Bachelors Degree in Human Resources, Business or related field with five (5) years related experience. A professional SPHR certification in Human Resources preferred.
2. Five (5) to ten (10) years of management/supervisory experience.
3. Ability to write and communicate effectively, including public speaking.
4. Skilled in the use of computers and word processing, spreadsheet, database and training presentation software.

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Salary: \$84,379 annually

Benefits: Health insurance, dental, vision, life insurance, pension plan, 401k, vacation/sick/holiday pay

Indian Preference Deadline: May 3, 2015

How to apply: <https://secure.entertimeonline.com/ta/6097022.jobs?ApplyToJob=33638337>